

The Activity Inventory



Apply the **Activity Inventory** to assess where your time and energy is currently going.

Time and energy are your main assets to drive your growth.

Use this exercise to step into your genius and free up your time to innovate and lead.

Brainstorm all the tasks you perform in your business in the space below. Reflect on what you have done this week, last week, this month, the past quarter to assess what you are doing.

Use these prompts to create an inventory of where your time and energy is going.

Here are some prompts to get you started: admin, finance, accounting, HR, treatment, marketing, hiring, managing, training, technology, planning, attending coaching sessions.

This week:	Last week:	Past month:	Past quarter: